



CONVENTION & SHOW SERVICES  
1250 John A Papalas Dr., Lincoln Park, MI 48146  
p: (313)386-5555 f: (313)386-2048

## Radio One Women's Empowerment Expo

Cobo Center  
August 25, 2018



### OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to help expedite the outbound shipping process. By submitting this form you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

#### Shipping freight from show site:

All freight will be shipped common carrier, collect at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up during the specified move out times.

Whether you are shipping common carrier or other means, you must fill out an outgoing Bill of Lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing Bill of Lading.**

**You are shipping from:**  
Radio One Women's Empowerment Expo  
Cobo Center  
One Washington Blvd.  
Detroit, MI 48226

Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Cobo Center loading dock; carriers will not be allowed to load out freight directly from the show floor.

In the event your selected carrier fails to show up on final move-out day, please circle one of the following options:

#### Reroute via CSS's common carrier

#### Deliver back to warehouse

- **Reroute**—Shipments that are rerouted will be invoiced by the common carrier (YRC)
- **Return to Warehouse**—Shipments returned to the warehouse for holding or re-forwarding will be charged **\$50.00** per day and **\$50.00** per 100 lbs., with a **200 lb. minimum charge**.

#### Shipping freight via Fed Ex/UPS/DHL:

The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up.

**FED EX:** (800)463-3339

**UPS:** (800)742-5877

**DHL:** (800)426-5962

All carriers must check in by **8:00 pm on Saturday, August 25, 2018** or your freight will be forced.

(Shipper) Company Name:	Booth #:
Phone:	Email:
Signature:	Print:

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